

City of Reedsburg Personnel Committee Minutes

February 6, 2017

Present: Phil Peterson, Bill Finnegan, Dave Knudsen, Don Hull, Tiffany Schulte
Others: Stephen Compton

Chairman Phil Peterson called the meeting to order at 5:00 pm.

Minutes: January 3, 2017

Motion by Don Hull, second by Bill Finnegan to approve the minutes. Motion carried 5-0.

- I. 1.) Defined or Contribution Benefit/Other Type of Plan – City Administrator

The Personnel Committee received a conference call from Defined Contribution / Pension Plan consultants: Kevin Stevens, CFP®, Certified Financial Planner® - TRICOR Insurance and John Merwin, The Pension Specialists, Ltd. On the types of plans available and recommended a plan type for the City which could be developed.

Motion by Don Hull, second by Dave Knudsen to approve the consultants to develop a contribution plan/program for the City Administrator to not exceed an annual city contribution of \$13,500 and to bring back the plan to the committee for review. Motion carried 5-0.

The Personnel Committee completed discussion surrounding the request for use of sick leave hours as pay after retiring or leaving City Service. After three meeting on the subject items the Personnel Committee took no actions.

- I. 2.) Update on Sick Leave Policy Development (Sick Leave Accrual Payout (Current Employees) and Donated Sick Leave Program.

Personnel Committee continued discussions about presented different City Sick Leave accrual payout and sick leave donation policy's.

Motion by Dave Knudsen second by Tiffany Schulte for City Administrator to develop language for both:

“Employee Sick Leave Accrual Payout”:

- **Current Employees reaching 900 hours may make a request to cash out up to 50 hours a year paid at half the amount requested at the employee base hourly rate. Request to be made through the Department Head to the City Administrator for approval. [Changes to Personnel Manual Section 210]**

“Employee Donated Sick Leave Program”:

- **City Administrator to develop language for review by the Personnel committee on a program. Language can be from the different plans reviewed over the past couple of meeting. [Change to Personnel Manual Section 210]**

Motioned carried 5-0.

- I. 3.) Formal Employee Merit and Recognitions Program.

City Administrator presented a staff report for Personnel Committee to consider a formal Employee Merit and Recognition Program.

Motion by Bill Finnegan second by Don Hull to recommend to the City Council the Formal Employee Merit and Recognition Program. Motioned carried 5-0.

II. Adjourn:

Moved by Bill Finnigan, second by Tiffany Schulte to adjourn. Motion carried 5-0. Meeting adjourned at 6:00 pm.

Respectfully submitted,

Stephen P. Compton
City Administrator